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VACANCY ANNOUNCEMENT

USAID/West Africa is looking for a highly motivated and qualified Ghanaian for the position of **Accountant/International Cooperative Administrative Support Services Coordinator (ICASS) Coordinator**. The position is located in the Budget and Accounting (B&A) Division, Regional Office of Financial Management (ROFM), USAID Mission to West Africa. The position will be responsible for performing the full range of Budget & Accounting functions and coordinating all ICASS functions in ROFM as well as Client Missions.

A University Degree or equivalent in Business Economics, Business Management or Accounting. A higher qualification is desirable. Three to five years of progressively responsible experience in accounts maintenance, budgeting, reporting and general financial management. One to two years experience in closely related technical accounting work with international organizations, U.S. grantees/contractors, or other U.S. Government agencies is preferred. Practical knowledge of basic accounting concepts and the flow of accounting transactions are required. For the full requirements for the position and job description please contact acpersonnel@usaid.gov or <http://www.usaid.gov/westafrica/employment/index.htm>

Salary Range: GH¢ 17,458 - 26,188 p.a. (depending on qualification and experience)

Interested individuals should submit cover letter and curriculum vitae with details of three referees to:

ACCOUNTANT/ICASS COORDINATOR

USAID/West Africa,
P.O. Box 1630, Accra

Or by email: acpersonnel@usaid.gov

CLOSING DATE: NOVEMBER 30, 2010

(Please note that only short-listed applicants will be contacted.)

BASIC FUNCTION OF POSITION:

The position is located in the Budget and Accounting (B&A) Division, Regional Office of Financial Management (ROFM), USAID Mission to West Africa. The position will be responsible for performing the full range of B&A functions and coordinating all ICASS functions in ROFM as well as Client Missions (SO Teams, Missions, and Embassies) to which assigned. The primary purposes of this position are to: take a lead in coordinating all financial related ICASS functions, maintain and regularly review, reconcile and balance ROFM's Clients' technical program accounting records for grant and loan projects and costs of administration operations; prepare necessary periodic reports based on these records; and provide information to SO, Mission and Embassy Client management. Maintains and accounts for all Client accounting processes from the initial budgetary process through acquisition and assistance to liquidation and closure of the accounting cycle and reporting back to management on the results of the entire business cycle. Due to the demands of coordinating and managing ICASS budget in USAID/West Africa and various client missions, it is anticipated that the ICASS related functions will comprise 25% or more of the job responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Participates in the analysis of the international cooperative administrative support services (ICASS) budget and serves as a USAID member in the ICASS budget working group.
2. Assists the Regional Controller with the coordination of all ICASS issues with mission management, including ICASS budget reviews, workload counts, and ICASS invoices
3. Coordinates the signing and payment of initial and final ICASS bills with USAID/West Africa and client missions.
4. Enters commitment and obligation funding for all ICASS related expenses.
5. Liaises with Embassy officials and client missions regarding all ICASS matters.
6. Performs periodic reviews of supporting documentation for ICASS workload counts and staff allocation.
7. Participates in meetings with USAID/West Africa and Ghana senior management (Mission and/or Deputy Mission Director), as necessary, to discuss ICASS budget and related issues.
8. Maintains financial accounting records for programs and activities, both project and non-project. This entails performance of budgeting, accounting, record-keeping and reporting functions. Reviews project instruments and amendments to project agreements in conjunction with the Supervisory Accountant and assigned Financial Analyst. After the review is completed, records the agreement in the Phoenix Database and manual subsidiary records maintained on Excel spreadsheets. Periodically reconciles both sets of accounting records to the original documents.
9. Receives Modified Acquisition and Assistance Request Documents (MAARDs). Checks MAARD against program agreements (e.g., LSGAs, SOAGs), earmarking and commitment documents, purchase orders, travel authorizations, contracts, leases and so forth, and ensures that funds are available within each budget allowance, program, and/or any limitations imposed on the allowance. Based on this review, provides funds availability certification to client units. Verifies that all transactions are properly documented and approved by a duly authorized official. Ensures that the official ROFM working project files for Grants, Cooperative Agreements, and Institutional Contracts contain copies of all project documentation and other necessary materials.
10. Meets periodically and on a quarterly basis with each technical officer, S.O. Team Leader, Client Management, and Embassy Personnel to review the status of each project and administrative support instrument. Assists the managers with analyzing disbursement and obligation data for each instrument, and makes recommendations to the Cognizant Technical Officer (CTO) when conducting formal quarterly 1311 reviews. Advises the Supervisory Accountant of the results of the 1311 analysis with the CTO and makes recommendations for final Chief Accountant actions.
11. Assists Client Management in planning and monitoring personnel and administrative support operations including reviewing and compiling major cost elements of the administrative support operations. Analyzes and notes significant differences in salaries and related benefits, procurement plans, and budgets. Notes, analyzes and reports on under-use and over-use of the budget elements and suggests corrective actions.

12. Maintains accounts and controls over program and operating funds allotted to the Client unit. Performs a continuous review of all obligations and disbursements and determines the validity of all unliquidated balances. Assists in the preparation of analytical reports including analytical information reports for Client management and formal reports required by USAID/W. Maintains working files and notes supporting the development of reports.
13. Provides all other miscellaneous assigned duties and looks for targets of opportunity to support the ROFM Clients to which assigned. Several of these representative miscellaneous duties are as follows:
 - a. Backstops the work of other Accountants/Accounting Technicians
 - b. Temporarily perform as Acting Accountant
 - c. Provides support to one or more Financial Analysts
 - d. Undertakes field reviews (TDYs) of Clients and Institutional Recipients to review control systems and uses of funds
 - e. Performs 1221 duties, Billings and Collections, Accounts Receivable/Payables reconciliation
 - f. Performs USPSC accounting including Fed Tax and Benefit Reporting
 - g. May act as alternate or sub-cashier to assigned clients
 - h. Manage and Account for Lease Program including maintaining multi-appropriation 36 month rotating budgetary projections
 - i. Manage ROFM NXP program including reconciling and participating in periodic review of the NXP inventories maintained by Cognizant Property Managers (USAID EXOs and Embassy Admin Officers)

Incorporates the Five Core Values into His/Her Work

1. **Customer Focus:** Identifies and communicates with USAID customers regularly; surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.
2. **Results Orientation:** Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.
3. **Empowerment and Accountability:** Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.

4. **Teamwork and Participation:** Contributes to strategic planning, performance monitoring, and major program decisions of the Teams and Clients to which assigned. Demonstrates ownership of the Client's plans, performance, and decisions. Proactively participates in the client processes and activities. Includes other client members, customers and partners and assists in their understanding and participation in teamwork and the client's goals, performance, and decisions. Assumes responsibility for specific results assigned by the client.
5. **Valuing Diversity:** Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for his/her own actions.

QUALIFICATIONS

a. **Education:**

A University Degree or equivalent in Business Economics, Business Management, Accounting. A higher qualification is desirable.

b. **Prior Work Experience:**

Three to five years of progressively responsible experience in accounts maintenance, budgeting, reporting and general financial management. One to two years experience in closely related technical accounting work with international organizations, U.S. grantees/contractors, or other US Government agencies is preferred. Practical knowledge of basic accounting concepts and the flow of accounting transactions are required.

c. **Post Entry Training:**

Specialized training courses in USG accounting, USAID financial practices and data processing is desirable if not already knowledgeable. On-the-job training in the Regional Financial Management Office in USAID accounting policies and procedures, cash management procedures, and Phoenix operations and report generation is required. A specific tailored recurring training plan including continuing education will be developed for the employee.

d. **Language Proficiency: List both English and host country language(s) proficiency requirements by level II, III and specialization (sp/read):**

Level IV English ability (fluent) is required. Skill in writing English is particularly important.

e. **Job Knowledge:**

A thorough knowledge and understanding of accounting principles and theories and the ability to apply such principles and theories to specific accounting systems, situations and problems to produce desired results. Must have familiarity with US appropriation and allotment accounting procedures used in maintaining, balancing, and closing USAID accounts. AID programs and Western Accounting Standards are highly desirable.

f. **Skills and Abilities:**

Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques is also required. The ability to establish and maintain effective working relationships with all levels of USAID, Embassy personnel, and Limited Presence Client missions in West and Central Africa.

POSITION ELEMENTS

a. **Supervision Received:**

Works under the immediate supervision of the Deputy Chief Accountant who assigns work on a long-term basis and spot-checks completed assignments. Receives advice and guidance from the Financial Analyst appointed to the respective Client Teams. The Annual Performance Evaluation will be written by the ROFM Deputy Chief Accountant based upon input from all Supervisory Personnel and Clients for which services are rendered.

b. **Supervision Exercised:**

This is a non-supervisory position.

c. **Available Guidelines:**

The USAID Automated Directives System (ADS), Foreign Affairs Handbook (FAH) and Foreign Affairs Manual (FAM), ICASS guidance cables, and General Accepted Accounting Principles and General Accepted Auditing Standards.

d. **Exercise of Judgment:**

Professional judgment is required to apply prescribed guidelines effectively and to carry out independent work.

e. **Authority to Make Commitments:**

Does not make commitments except to the extent of verifying funds availability and the accounting treatment of specific transactions.

f. **Nature, Level and Purpose of Contacts:**

Regular contact is maintained with staff members at all levels in the Missions, US Embassy Staff, and Clients to which assigned on virtually a daily basis to clarify items on documentation or fund cite requests, request additional information or justification or resolve discrepancies and to explain project accounting requirements and current status of projects; and to ascertain status of events being accounted for and to initiate action to correct records and reports if necessary. Regular contact is also required with the Embassy and client missions to review and validate workload counts and ICASS budget issues, resolve ICASS invoice and payment discrepancies, and manage and coordinate approval of initial and final ICASS invoices.

g. **Time Requirement to Perform Full Range of Duties:** Twelve Months.

SELECTION CRITERIA

g. **Education:**

A University Degree or equivalent in Business Economics, Business Management or Accounting. A higher qualification is desirable. **20 Points**

h. **Prior Work Experience:**

Three to five years of progressively responsible experience in accounts maintenance, budgeting, reporting and general financial management. One to two years experience in closely related technical accounting work with international organizations, U.S. grantees/contractors, or other US Government agencies is preferred. Practical knowledge of basic accounting concepts and the flow of accounting transactions are required. **30 Points**

i. **Job Knowledge:**

A thorough knowledge and understanding of accounting principles and theories and the ability to apply such principles and theories to specific accounting systems, situations and problems to produce desired results. Must have familiarity with US appropriation and allotment accounting procedures used in maintaining, balancing, and closing USG accounts. **20 Points**

j. **Skills and Abilities:**

Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques is also required. The ability to establish and maintain effective working relationships with all levels of USAID, Embassy personnel, and Limited Presence Client missions in West and Central Africa. **20 Points**

k. **Language Proficiency**

Level IV English ability (fluent) is required. Skill in writing English is particularly important. **10 Points**